

**LOCAL COLLECTIVE BARGAINING**

**AGREEMENT FOR TEACHERS**

**BETWEEN**

**The Board of Education of the Prairie Valley School Division No. 208**

**AND**

**The Teachers of the Prairie Valley School Division No. 208**

**July 1, 2018 to June 30, 2021**

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## LOCAL COLLECTIVE BARGAINING AGREEMENT FOR TEACHERS

**BETWEEN:** The Board of Education of the Prairie Valley School Division No. 208  
Of Saskatchewan (hereinafter called “**the Board**”)

**AND:** Teachers of the Prairie Valley School Division No. 208  
Of Saskatchewan (hereinafter called “**a teacher**”)

Constitutes the Local Agreement negotiated in accordance with *The Education Act, 1995*.

### AGREEMENT

Unless the context otherwise requires it, all terms and expressions used in this Agreement shall have the same meaning as in *The Education Act, 1995*.

The terms and conditions herein reduced to writing represent the whole agreement negotiated by the Parties and are not subject to any additional terms and conditions other than those, if any, prescribed by law.

### PREAMBLE

The Prairie Valley Teachers’ Association and the Board of Education of the Prairie Valley School Division #208 of Saskatchewan affirm their shared commitment to a culture that holds the greater good of publicly funded education at the forefront of their behaviors.

This culture is characterized by trust, mutual respect, consultation, cooperation and transparency while seeking to build positive relationships and share common understandings.

This agreement is intended to support the interest of both the teachers and the Board of Education, to that end, the parties to this agreement affirm the value of communication and consultation between them and agree to promote and foster positive and effective working relationships.

#### Section 1 – Term of Agreement

1.0 This agreement shall be effective from July 1, 2018 until June 30, 2021 and thereafter until revised in accordance with *The Education Act, 1995*.

## Section 2 – Leaves

An employee on less than full-time contract shall be granted leave under this section in proportion to the percentage of teaching time specified in his or her contract.

### 2.1 Compassionate Leave

- 2.1.1 For the purpose of this section, “immediate family” is defined as a partner, child (child includes a stillborn baby or miscarriage), parent, guardian, sibling, grandparent, grandchild, aunt, uncle, niece or nephew of a teacher or of a teacher’s step-family or a teacher’s partner or a teacher’s partner’s step-family..
- 2.1.2 A teacher shall be granted leave with pay, by the principal, for a period of up to and not exceeding five (5) school days in the event of a death of a member of a teacher’s immediate family or the immediate family of a teacher’s partner.
- 2.1.3 A teacher shall be granted leave with pay, by the principal, for a period up to and not exceeding five (5) days per school year when critical illness or injury (life threatening or in danger of death) of a member of the immediate family requires a teacher’s immediate attention.
- 2.1.4 A teacher shall be granted up to one (1) day leave with pay, by the principal, to attend the funeral of a person of importance to the teacher, who is not included in the definition of “immediate family” in 2.1.1.
- 2.1.5 Compassionate leave beyond the circumstances described in 2.1.2 to 2.1.4 may be granted at the discretion of the Director or designate upon receipt of a written request.

### 2.2 Maternity/Parenting/Adoption Leave

- 2.2.1 A teacher shall be granted maternity leave, parenting leave, and adoption leave in accordance with *The Saskatchewan Employment Act* and the Provincial Collective Bargaining Agreement.
- 2.2.2 Insofar as is reasonably possible, a teacher shall be reinstated to the position and locality occupied prior to the leave.
- 2.2.3 Parenting/Adoption Leave – leave of up to five (5) days with pay shall be granted, by the principal, to a parent at the birth/adoption of a child.

### 2.3 Special Leaves

- 2.3.1 A teacher shall be granted leave with pay, by the principal, for up to one (1) day per school year on the day of the high school graduation of child **OR** the post-secondary convocation/graduation of self, partner and/or child.
- 2.3.2 A teacher shall be granted leave with pay, by the principal, for one (1) day for defense of the teacher’s thesis or dissertation.

- 2.3.3.1 A teacher shall be granted leave with pay, by the principal, for a period of up to three (3) days per school year in order to attend a provincial, national, or international meeting or conference in which a teacher holds a key office or executive position; or;
- 2.3.3.2 A teacher shall be granted leave with pay, by the principal, for a period of up to three (3) teaching days per school year in order to attend a provincial, national, or international event in which the teacher actively participates and qualifies for as a result of a recognized competition.
- 2.3.4 The Executive of the Prairie Valley Teachers' Association (PVTA) shall be granted up to an aggregate of twenty (20) days with pay per school year to carry out executive duties. The PVTA shall reimburse the Board for all substitute costs. Payment shall be made by June 30th of the school year.
- 2.3.5 Leave with pay for emergency purposes only and for a period not exceeding one (1) day per school year shall be granted to a teacher by the principal. Emergency leave is defined as disaster, fire, and/or flood. The principal shall notify the Director or designate of any such leave.
- 2.3.6 Leave with pay for adverse travel conditions only and for a period not exceeding one (1) day per school year shall be granted to a teacher by the principal.
- 2.3.7 Teachers shall be granted leave with pay to a maximum of two (2) days in any one school year to attend to family health-related matters for partner, parent, or child. Health-related is defined as medical/dental/optical appointments, unforeseen illness, injury, or family counseling.
- Should a similar leave become part of the provincial agreement, the negotiated provincial agreement must meet or exceed the local contract agreement in order for the provincial agreement to take precedence. The agreement that provides the greatest benefit will take precedent and will constitute the total eligible benefit.
- 2.3.8 Up to and including June 30, 2019, a teacher shall be granted leave without pay in order to conduct personal business. Such leave shall not exceed three (3) days per school year. Except for the conditions outlined below, a teacher need only notify the principal for the purpose of taking this leave.
- 2.3.8.1 Personal Leave without pay shall not be granted on the following non-student days: PVSD Institute/PVTA Convention days, and Parent/Student/Teacher Conference (P/S/T/C) time.
- 2.3.9 Commencing with the 2019-2020 school year, a teacher shall be granted one (1) non-bankable day with pay and two (2) days leave without pay in order to conduct personal business. Such leave shall not exceed three (3) days per school year. Use of personal days shall be subject to the same provisions as 13.4, 13.5 and 13.6.
- 2.3.10 Service Recognition Days can be used in conjunction with special leave days, including personal unpaid days, to a maximum combined total of five (5) days.

## 2.4 Leave for PVTA President

- 2.4.1 The Board shall provide for up to 100% secondment of the President of the Prairie Valley Teachers' Association (PVTA) subject to the following guidelines:
- a) The PVTA shall apply to the Board no later than March 30th of the year in which the secondment would commence.
  - b) The ability to reach mutual agreement between the Board and teacher with regards to teaching load and schedule.
  - c) The PVTA shall reimburse the Board for the cost of the teacher's salary and benefits for the period of the secondment. The first installment shall occur prior to December 31st with the final payment due on June 30th of the school year.
  - d) A teacher who has been granted the secondment under this clause shall return to the position or a position similar to the position held prior to the secondment.

## 2.5 Long-term Leave of Absence Without Pay

- 2.5.1 A teacher may be granted leave of absence without pay for a period of up to fourteen (14) consecutive months. A teacher's application for such leave shall be submitted in writing to the Board four (4) months prior to the date when the leave is to commence. The Board shall notify a teacher within six (6) weeks of the final day for application, and a teacher shall confirm acceptance or rejection of the leave within two (2) weeks of being notified of it.

## 2.6 Professional Enhancement Opportunities

### 2.6.1 Education Leave

- a) **Purpose** – The Board may grant educational leave to support teachers in undertaking an extended program of study to satisfy a need in the school division. Upon determination of any “needs within the division” this information will be shared with all teachers prior to January 31st of any given year. The Board shall not grant more than two (2) per school year.
- b) **Pre-service Requirements** – Two (2) years with the Prairie Valley School Division.
- c) **Remuneration** – Award equal to 50% or more of salary.
- d) **Return Service Agreement** – In the event of failure to return to the employ of the Board for three (3) years or to successfully complete the program, a teacher shall refund on a prorated basis the amount of the award together with interest at the preferred bank-lending rate prevailing at the time of the award. In the event of death or disability of the teacher the repayment shall be waived.

- e) **Application for Leave** – A teacher shall apply for leave of absence under this section no later than four (4) months prior to the proposed commencement of the leave but no later than March 31st of a school year.

Human Resources shall Chair and present request(s) to a committee consisting of the Chairpersons of the LINC, the President of the Prairie Valley Teachers' Association and an, Educational Superintendent(s). The committee shall review the request and make a recommendation to the Director including the remuneration as set out in Section (c).

The Director shall give a final decision on the request after receiving the recommendation of the committee and considering the needs of the school division. The Director shall notify the teacher of his/her decision within six (6) weeks of the final date for applications, and a teacher shall confirm acceptance or rejection of the leave within two (2) weeks of being notified of it.

#### 2.6.2 Session Awards

- a) **Purpose** – The Board may grant session awards to support teachers in taking a post-secondary or specialized training course(s).
- b) **Pre-service Requirements** – None.
- c) **Amount of Award** – Equal to the full amount of tuition or as determined by the Selection Committee.
- d) **Return Service Agreement** – Successful applicants must return to the Board for at least one (1) school year for award(s) granted. In the event of failure to return to the employ of the Board, a teacher shall refund the amount of the award together with interest at the preferred bank-lending rate prevailing at the time of the award. In the event of death or disability of the teacher the repayment shall be waived.

The Session Award shall be paid upon proof of successful completion of the post-secondary or specialized training course(s).

- e) **Advisory Committee** – Human Resources shall chair a committee consisting of the chairperson(s) of the LINC, the President of the PVTA and a superintendent(s) as identified by the Director of Education. The Committee shall meet annually prior to February 1 to make recommendations regarding targeted areas for continuing education within the Division. Upon identification of the “targeted areas”, teachers will be advised of such areas. The Committee shall recommend an annual budget allocation for session awards and will be notified prior to June 30<sup>th</sup> of the budgeted amount for Session Awards for the following school year.
- f) The Advisory Committee will receive a report on accepted and denied applications on or before September 15, January 15 and May 15.
- g) **Appeals Procedure** – Human Resources will process Session Award applications as received. If an application is rejected the teacher may appeal the decision to the

Advisory Committee within 30 days of the decision and the Advisory Committee will review the decision within 45 days of receiving the appeal.

#### 2.6.3 Board Initiated Educational Awards

- a) **Purpose** – The Board may initiate and provide educational awards to support teachers in taking a post-secondary or specialized training course to satisfy a need in the school division. Upon determination of any “needs within the division” this information will be shared with all teachers prior to January 31st of any given year.
- b) **Pre-Service Requirements** – None.
- c) **Amount of Award** – The award will generally cover the tuition and/or registration fee, books and costs of travel, accommodation and meals as determined by the Director or designate.
- d) **Return Service Agreement** – Successful applicants must return to the Board for at least one (1) school year for award(s) granted that year. In the event of failure to return to the employ of the Board, a teacher shall refund the amount of the award together with interest at the preferred bank-lending rate prevailing at the time of the award. In the event of death or disability of the teacher the repayment shall be waived.
  - Should a teacher granted the award fail to successfully complete the educational program, which was considered when the award was granted, the full amount of the award with interest as specified in section 2.5.3 (d) shall be refunded to the Board.
- e) **Selection Process** – Upon identification of a need in the school division, the award may be appointed to a teacher by the Director subsequent to being posted for expressions of interest.

#### 2.6.4 Decentralized Professional Development Funds

- a) The Board will provide monies for professional development to each school on a decentralized basis through the budget process. The amount of the funds to be allocated to professional development will be determined at budget time by the Board.
- b) Each school shall develop a Professional Development Plan through a process that examines the school’s Learning Improvement Plan, individual teacher growth plans, system needs and to meet the diverse needs of students.
- c) Each school shall constitute a Professional Development Committee which shall include a member of the in-school administration and at least one other member of the PVTAs who is not an administrator. The general duties of the committee shall be:
  - i. To assist the in-school administration in the development of the school’s Professional Development Plan, including the budget planning process;
  - ii. To promote, review and approve professional development requests;

- iii. To decide upon the reimbursement of expenses;
  - iv. To keep an appropriate record of professional development activities and purchases including the respective costs;
  - v. To provide a minimum quarterly report to the staff on the status of the Professional Development Plan and fund; and,
  - vi. To assist the in-school administration in providing a Year-end Report for the Learning Improvement Plan highlighting the school's professional development activities and associated expenses.
- d) The decentralized professional development funds may be utilized to cover the following expenses:
- i. Conferences, workshops, in-services and the mileage, meals, accommodation and registration fees associated with them, including substitute teacher costs;
  - ii. Facilitators for school-based professional development opportunities and the honorarium, accommodation, meals and mileage costs associated with them, including substitute teacher costs;
  - iii. In-service/training (working with consultants, teacher experts/mentors, and other specialists) and the honorarium, accommodation, meals and mileage costs associated with them, including substitute teacher costs; and,
  - iv. School-based professional development resources and materials.

The allocations for all of the above cannot exceed Board Rates.

## **2.7 Deferred Salary Leave Plan**

The Deferred Salary Leave Plan is an agreement between the teacher and the Board whereby a teacher can plan to take a one (1) year leave at a future date agreed to by the teacher and the Board subject to the following terms:

- 2.7.1 A teacher shall apply to the Board no later than March 1st of the year in which the plan would commence.
- 2.7.2 A teacher must have a minimum of two (2) years' experience in the division before applying.
- 2.7.3 The amount deferred under this plan shall be 20% in each of the four (4) consecutive school years.
- 2.7.4 The teacher, with the consent of the Board, may withdraw from the plan upon giving six (6) months' notice of intent to do so prior to the established date of the leave.
- 2.7.5 Insofar as is reasonably possible, the teacher shall be reinstated to the position and locality occupied prior to the leave.
- 2.7.6 In the event of redundancy, policy shall apply to all teachers in the school division including the teacher on leave.

- 2.7.7 Interest on the salary set aside as invested under the plan shall be calculated not later than December 31st in each year that the employee participates in the plan and shall be paid to the teacher not later than January 31st of the ensuing year.
- 2.7.8 During the year of leave, the teacher will not accumulate or be entitled to the following:
  - a) Credit for experience for the year of leave in calculating salary increments; and,
  - b) Maternity, sick, or other types of leaves.
- 2.7.9 No amendment shall be made to the Deferred Salary Leave Plan that will prejudice the plan with respect to any tax ruling by Canada Revenue Agency applicable to such Deferred Salary Leave Plans prior to the amendment, and this plan shall be subject to any review, ruling, or approval by Canada Revenue Agency that may affect this plan.

**Section 3 – Preparation Time**

- 3.1 Teacher Preparation Time is time within the school day, as defined by *The Education Act, 1995*, when the teacher is not performing instructional tasks involving direct contact with students. There is recognition of the need to support teachers as they continue to improve the quality of education for all students. Teachers will exercise professional responsibility regarding their choices in a manner that is consistent with the duties of a teacher as described in Section 231 of *The Education Act, 1995*. Teachers shall be accountable to the principal for appropriate use of Teacher Preparation Time.
  - 3.1.1 Staff will be allotted for preparation time an equivalent of 0.13 per full-time equivalent teacher.
    - 3.1.1.1 0.10 shall be scheduled preparation time within the instructional day.
    - 3.1.1.2 The remainder shall be allocated within the school year calendar as a minimum of four (4) non-student days.
  - 3.1.2 In addition to 3.1.1, the equivalent of a minimum of two (2) non-student days shall be allocated by the Board in the school year calendar for teacher preparation time.
  - 3.1.3 Allocations for preparation time shall be applied to full-time and part-time teachers at a rate proportional to each teacher’s percentage contract of employment.

**Section 4 – Personal and Professional Development Account (PPDA)**

- 4.1 In recognition of the value of professional development and growth, each teacher will be allocated a Personal Professional Development Account after five (5) years of consecutive service to the Prairie Valley School Division. Existing Personal Professional Development Accounts to a maximum of \$3,000 are carried forward. Effective September 1, 2012, PPDA funds will be allocated as per the following schedule:

5 years of service		\$1,000.00
10 years of service	An additional	\$1,500.00
15 years of service	An additional	\$1,500.00
20 years of service	An additional	\$1,500.00
25 years of service	An additional	\$1,500.00

The accumulated maximum amount at any one time in any Personal Professional Development Account shall be \$3,000.00.

- 4.2 A teacher accessing PPDA in an amount greater than \$1,000.00 must return to the Board for at least one (1) school year. In the event of failure to return to the employ of the Board, a teacher shall refund the amount of the award together with interest at the preferred bank lending rate prevailing at the time of the award.
- 4.3 A teacher shall receive school administration approval and division approval prior to accessing the PPDA. The Personal Professional Development Account funds may be utilized to cover the following expenses:
  - i. Conferences, workshops, in-services and the travel, meals, accommodation and registration fees associated with them, including substitute teacher costs;
  - ii. Post-secondary courses related to a teaching and/or school administration area and the registration fees associated with them;
  - iii. Professional development resources and/or materials directly related to teaching and/or school administration; and,
  - iv. The purchase of a variety of fitness, financial, physical and/or mental health products and services (see the Shared Understandings document for specific examples). Amounts reimbursed for items of these types may be considered taxable benefits and will be reflected as such on the employee's T4 where applicable.

The allocations for meals and mileage cannot exceed Board rates.

## **Section 5 – Pay Periods**

- 5.1 All teachers in the Prairie Valley School Division shall have their salary deposited directly into the financial institution of their choice so as to be accessible on the twenty-fifth (25) day of each month except for the month of December which will be accessible on the twenty-second (22) day of the month.
- 5.2 All teachers shall be paid on a 10-month basis. A teacher may by the fifth (5) of September on the prescribed form authorize the Board to deduct an amount of money from each of the teacher's ten (10) net cheques in order to facilitate payment in July and August. Interest will not be paid on the funds deducted to make the July and August payments.
- 5.3 The amount of the authorized deduction shall remain unchanged from year to year unless a request for a change is made on the prescribed form by September 5th of the affected school year. The deductions throughout the year shall not be changed or withdrawn during the school year.
- 5.4 When 5.2 is chosen, the total deduction during the school year shall be electronically deposited in two equal installments so as to be accessible on the twenty-fifth (25) day of July and August respectively.
- 5.5 A new teacher under a continuing contract shall select the amount of holdback upon confirmation of acceptance of employment by completing the appropriate form. Teachers under a temporary or replacement contract shall be paid on a 10-month basis only.

- 5.6 Teachers in their first year of teaching may by the first of the month apply for a one-time \$500.00 advance on the first month's salary to be payable on the tenth (10) of the month.
- 5.7 In the case of teachers whose employment ceases, their final cheques will be available, upon request, at the Board Office within ten (10) business days of the final day of employment.

#### **Section 6 – Local Association Fees**

- 6.1 The PVTA shall send a request in writing by June 30th of each school year for the upcoming school year to the Supervisor of Finance identifying the amount of the monthly association fee to be deducted from each full-time and part-time teacher.
- 6.2 The above payment shall be deducted in equal monthly amounts from the September to June net salary of the teacher. If the teacher goes on unpaid leave during the school year, the deduction will not be prorated.
- 6.3 The Prairie Valley School Division shall remit the total deduction electronically monthly to the PVTA account and notify the PVTA treasurer of the electronic transfer. The remittance will occur by the 15th of the month.
- 6.4 PVSD will ensure that local fees deductions will be reflected on the T4 of each applicable teacher each year. PVTA will no longer issue individual receipts to teachers for the local fees deductions.

#### **Section 7 – Employment Insurance Rebates**

- 7.1 Pursuant to the applicable section(s) of *The Employment Insurance Act*, the Board shall pay to the PVTA a sum of money equal to 5/12 of the employment insurance premium reduction obtained on behalf of, and in respect to all STF members employed by the Board.
- 7.2 Such payment shall be made electronically to the PVTA account in the following manner: The first installment of the rebate for the months of January to June shall be remitted no later than September 1st and the final remittance for the months of September to December shall be no later than February 28th of the next calendar year. Notification of this deposit will be made to the PVTA treasurer by the PVSD Supervisor of Finance. Interest will be calculated on a daily basis at the preferred bank lending rate prevailing at the time for late payment.

#### **Section 8 – Substitute Teachers**

- 8.1 Effective the first day of the month following signing of this agreement, substitute teachers shall be paid a daily rate of Step 1 of the teacher's classification on the Provincial Collective Bargaining Agreement Salary Schedule.
- 8.2 Commencing on the sixth (6th) teaching day in any period of uninterrupted employment for the same teacher, the per diem salary for a substitute teacher shall be the same as the daily rate that would be payable to the same teacher under the Provincial Collective Bargaining Agreement.

- 8.3 It is the responsibility of the teacher to supply the Board with proof of teaching experience. If not supplied within thirty (30) days from time of substitution, the teacher shall be paid the minimum of their class.
- 8.4 Retroactive pay resulting from Provincial Collective Bargaining Agreement negotiations will not be calculated on substitute pay.
- 8.5 The Board shall offer a substitute teacher a temporary contract upon receiving a notification from the teacher under contract indicating that the teacher will be absent from work for twenty (20) or more consecutive days.

**Section 9 – Special Allowances**

9.1 Where a teacher is assigned additional duties as a Consultant, Coordinator or a Supervisor and remains a teacher within the meaning of *The Education Act, 1995*, the teacher shall be paid an allowance as follows:

Consultant	10% of the teacher’s gross salary
Speech-Language Pathologist	10% of the teacher’s gross salary
Psychologist	10% of the teacher’s gross salary
Coordinator	15% of the teacher’s gross salary
Supervisor	25% of the teacher’s gross salary

- 9.2 The allowance shall be in proportion to the amount of time the additional duties are relative to the teacher’s total contract.
- 9.3 The Board shall pay for approved professional association fee(s) with exception to the Saskatchewan Teachers Federation Fee for teachers assigned additional duties.

**Section 10 – Travel, Sustenance, Lodging, and Other Expenses**

- 10.1 For pre-approved travel to curricular and extra-curricular activities or for other school division business, teachers who use their vehicles shall be reimbursed at the current Board rate. Staff should use Prairie Valley School Division mileage reimbursement forms and should car-pool whenever reasonably feasible.
- 10.2 Mileage will be calculated based on the lesser of the distance from the employee’s headquarters to the travel location or the employee’s home to the travel location, whether travel is for regular job duties, meetings, professional development or other approved division business. If the employee is required to stop at his or her headquarters prior to or after going to the travel location, mileage will be calculated from headquarters.
- 10.3 Where curricular activities and other school business approved by the Board necessitates out-of-pocket expenses and provided there is no reimbursement by any other organization, teachers shall be reimbursed for those expenses at the rate of 100% for necessary accommodation, private accommodation provisions, and meals to a maximum of the Board rate.

**Section 11 – Noon Supervision**

- 11.1 A teacher is entitled to a duty free lunch break.
- 11.2 Teachers who provide noon supervision do so on a voluntary basis.
- 11.3 Noon hour supervision includes the supervision of the noon intramural program(s).
- 11.4 A teacher who provides noon supervision shall have the option of being paid at the Board rate or to earn time in lieu (Service Recognition Days) at the following rate for providing noon supervision:  
  

Twenty (20) hours	1 day
Thirty (30) hours	1.5 days
Forty (40) hours	2.0 days
- 11.5 A teacher shall submit the appropriate administrative procedure form on a monthly basis. A teacher who chooses to earn time in lieu (Service Recognition Days) shall utilize the Service Recognition Day or be paid as per Section 13.2.

**Section 12 – Extra-Curricular Activities**

- 12.1 Teachers who supervise extra-curricular activities do so on a voluntary basis.
- 12.2 Extra-curricular activities are those activities that are pre-approved by the Board and:
  - a) Includes students;
  - b) Are not for academic support; and,
  - c) Occur outside the normal hours of instruction and for which a teacher is not receiving other remuneration.
- 12.3 In recognition of the efforts of teachers to provide extra-curricular activities that take place beyond the instructional time, any teacher who provides twenty (20) or more hours of Board approved extra-curricular supervision per school shall receive time in lieu (Service Recognition Days) at the following rate:  
  

Twenty (20) hours	0.5 day
Thirty (30) hours	1.0 day
Sixty (60) hours	1.5 days
Eighty (80) hours	2.0 days
One Hundred and Forty (140) Hours	2.5 days
One hundred and eighty (180) hours	3.0 days

Upon completing two hundred and twenty (220) hours of extra-curricular supervision, teachers shall receive recognition in the form of one day’s pay at the applicable substitute teacher rate.

For each activity, teachers may log up to 10% of their total hours, for organizing and administrating the extra-curricular activity (without students).

- 12.4 When a teacher earns a number of hours that are not enough to bring them to an increment for days off in lieu, they may carry-over up to ten (10) earned hours to the following school year.

### **Section 13 – Service Recognition Days (SR Days)**

- 13.1 The maximum number of Service Recognition Days that may be earned by a teacher, as per Sections 11 and 12, in one school year is five (5) days.
- 13.2 The teacher may carry forward up to five (5) days. Any unused days will be paid out at the substitute teacher rate.
- 13.3 The maximum number of Service Recognition Days that may be used in any one school year is five (5) days.
- 13.4 Principals shall approve, provided there is evidence of good planning and appropriate substitute teaching coverage in place, the taking of Service Recognition Days to a maximum of five (5) consecutive earned days. A maximum of three (3) consecutive days may be used immediately prior to or following a major school break, being Christmas break, February break or Easter break. A maximum of five (5) consecutive days can be used immediately prior to or following the February break or Easter break once by any teacher in a three (3) year period.
- 13.5 Service Recognition Days can be used in conjunction with special leave days, including personal unpaid days, to a maximum combined total of five (5) days.
- 13.6 Service Recognition Days shall not be granted on the following non-student days: PVSD Institute/PVTA Convention days, and Parent/Student/Teacher Conference (P/S/T/C) time.
- 13.7 Teachers will be able to access Service Recognition Time earned through noon hour supervision and/or extra-curricular activities prior to earning within that school year.
- 13.8 If days are used and not earned, a teacher shall forfeit the teacher's per diem salary. Reconciliation of Service Recognition Day payout and carryover shall take place in July each year, with payment of unused/not carried over days to be deposited no later than July 15th.

### **Section 14 – Early Notice of Superannuation and Resignation**

- 14.1 Up to and including June 30, 2019, when a teacher is eligible to superannuate within a school year and the teacher indicates the wish to do so, the teacher will be given the option of being placed on a one (1) time temporary contract for a duration of no longer than six (6) months provided that the following conditions are met:
- a) The teacher provides at least one (1) month's notice to superannuate;
  - b) The teacher provides documentation showing eligibility to superannuate from either the Teachers' Superannuation Commission or the Saskatchewan Teachers Retirement Plan; and,

- c) The temporary contract ends at a natural break within the existing school year. Natural breaks are identified as Christmas vacation, Semester End, Winter break, and Good Friday/Easter break.
- 14.2 Effective with the 2019-2020 school year, subject to provincial legislation, when a teacher is eligible to superannuate within a school year and the teacher indicates the wish to do so, the teacher will be given the option of being placed on a one (1) time temporary contract for a duration of no longer than eight (8) months provided that the following conditions are met:
- a) The teacher provides at least one (1) month's notice to superannuate on or before the second to last teaching day in October and no later than the last teaching day in March;
  - b) The teacher provides documentation showing eligibility to superannuate from either the Teachers' Superannuation Commission or the Saskatchewan Teachers Retirement Plan; and,
  - c) The teacher's temporary contract shall end on the last day of the school year.
- 14.3 When a teacher is aware that he or she will be tendering a resignation from a teaching position with Prairie Valley School Division at the end of June, but is not eligible for a benefit as indicated in Section 14, should the teacher provide notice of resignation prior to March 1st he or she shall be paid an amount of \$500.00. This amount shall be considered to be a taxable benefit and shall be reflected as such on the employee's T4.

#### **Section 15 – Employee and Family Assistance Program**

- 15.1 Commencing with the 2019-2020 school year, the Board will register and fund all teachers under contract in the Saskatchewan School Board Association's Employee and Family Assistance Program (EFAP).

#### **Section 16 – Emerging Issues**

- 16.1 The negotiating committees of the Board and the Prairie Valley Teachers' Association shall meet at least twice per year, in the fall prior to October 31st and in the spring prior to April 30th, and also upon the request of either party to discuss any emerging issues. Both parties commit to timely follow up and communication regarding issues discussed.

#### **Section 17 – Grievance Process**

- 17.1 If a difference of opinion arises as to the meaning, interpretation, or application of a word, expression, or provision contained in this Agreement the parties shall endeavour to settle such disagreements through appropriate channels, either division office or LINC representatives or both.
- 17.2 If disagreements cannot be resolved in the manner described in Section 16.1, either party may request in writing a meeting with a committee consisting of two Board members or designates and two LINC representatives.

17.3 If the disagreement is not resolved to the satisfaction of both parties within fifteen (15) days of a written request for a meeting, either party may refer the matter for disposition under the provisions of *The Education Act, 1995*.

Provisions in this agreement are effective at the time of signing with the exception where noted. In these, the provision as articulated in the Local Collective Bargaining Agreement for Teachers (July 1, 2018 to June 30, 2021) will remain in force and effect until this date.

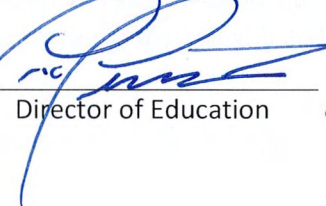
**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the day and year first above written.

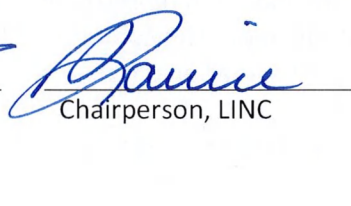
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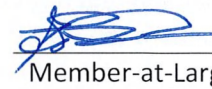
This agreement made at R Regina, SK, in the Province of Saskatchewan this 23 day of January, 2019

**The Board of Education and the Teachers of the Prairie Valley School Division No. 208**

  
Board Chair

  
Director of Education

  
Chairperson, LINC

  
Member-at-Large, LINC

**LETTER OF UNDERSTANDING**

Between  
The Board of Education of PVSD  
And  
The Teachers of PVSD

**TEACHER COLLABORATION TIME DAYS**

The parties agree Teacher Collaboration Days place a primacy on planning for effective instruction through collaborative processes.

The parties further agree this collaboration constitutes job-embedded professional development.

Recognizing the value of Teacher Collaboration Days, the parties agree to reduce the time typically allocated for system directed initiatives by 1.5 days and allocate 1.5 days to Teacher Collaboration Days commencing with the 2019-2020 school year.

A committee consisting of HR and PVTA representation will be developed to jointly determine the format and organization of the days. This committee shall develop a process for gathering input to strengthen the value of the collaboration days.

Teachers shall be accountable to the principal for appropriate use of Teacher Collaboration Time Days.


**Teachers of the Prairie Valley School Division No. 208**

  
\_\_\_\_\_  
Chairperson, LINC

  
\_\_\_\_\_  
Member-at-Large, LINC

Jan. 23/19  
\_\_\_\_\_  
Date

**The Board of Education of the Prairie Valley School Division No. 208**

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Director of Education

Jan. 23/19  
\_\_\_\_\_  
Date

**LETTER OF UNDERSTANDING**  
Between  
The Board of Education of PVSD  
And  
The Teachers of PVSD

**EXTRA-CURRICULAR ACTIVITIES (Section 12)**

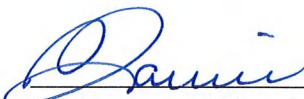
The parties agree to convene a Working Committee on Extra-Curricular Activities for Service Recognition on or before February 1, 2019. The committee will be comprised of two representatives appointed by the PVTA and two senior administrative staff appointed by the Director of Education.

The Committee shall:

1. Develop a report of illustrative examples of the application of Sections 12.1 and 12.2 to assist in the determination of extra-curricular activities for Service Recognition Days.
2. Present the report to the Director of Education on or before March 15, 2019.

The Director will have the report presented at an Administrators' Meeting on or before May 1, 2019 for subsequent discussion at school staff meetings before the conclusion of the 2018-2019 school year.

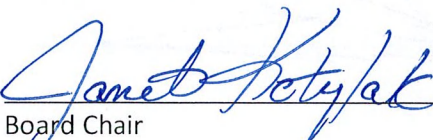
**Teachers of the Prairie Valley School Division No. 208**

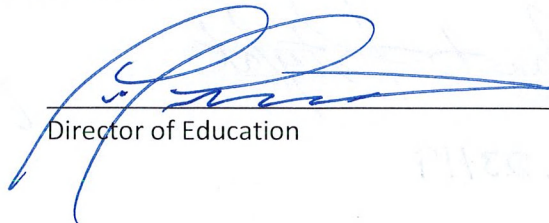
  
\_\_\_\_\_  
Chairperson, LINC

  
\_\_\_\_\_  
Member-at-Large, LINC

Jan. 23/19  
\_\_\_\_\_  
Date

**The Board of Education of the Prairie Valley School Division No. 208**

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Director of Education

Jan. 23/19  
\_\_\_\_\_  
Date

**LETTER OF UNDERSTANDING**

Between

The Board of Education of PVSD

And

The Teachers of PVSD

**SCHOOL DIVISION CALENDAR DEVELOPMENT**

The parties acknowledge the following:

- School Year Calendar approval is a Board of Education responsibility under *The Education Act, 1995*.
- The inclusion of contract language related to Teacher Assigned Time in the Provincial Collective Bargaining Agreement influences School Year Calendar development at the local level.
- While responsibility for setting the School Year Calendar rests with the Board of Education, the process is supported by stakeholder input including the PVTA.

The parties agree to meet annually prior to calendar finalization for teacher input into the placement of Teacher Preparation and Non Student Contact Days in the school year calendar.

**Teachers of the Prairie Valley School Division No. 208**



Chairperson, LINC

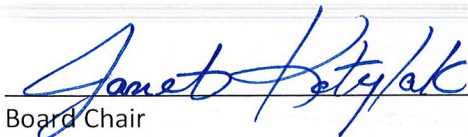


Member-at-Large, LINC

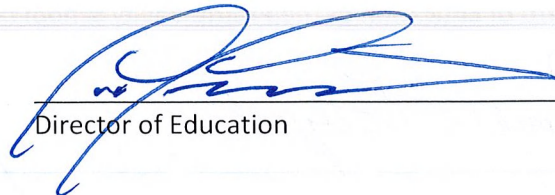
Jan. 23/19

Date

**The Board of Education of the Prairie Valley School Division No. 208**



Board Chair



Director of Education

Jan. 23/19

Date